



## **RECERTIFICATION OF USER ACCESS**

### **AUDIT "RECERTIFICATION" PROCEDURES**

#### **Purpose:**

To outline the steps to complete the **RECERTIFICATION of CBS USER ACCESS** process that will recertify & verify current authorized users of the Commerce Business Systems (CBS) applications.

#### **Requirements of the RECERTIFICATION for User Access Form:**

- ✓ All CBS users must read, sign & attach the "NOAA Non-Disclosure Agreement for System Access / Department of Commerce / National Oceanic and Atmospheric Administration / Commerce Business Systems" to the CBS User Access Request Form for Recertification purposes. The NOAA Non-Disclosure Agreement is available at the Financial Systems Division website:  
<http://www.corporateservices.noaa.gov/%7Ecbs/> under **Forms**. As part of this NOAA Non-Disclosure Agreement, all CBS users must be familiar with NOAA's Information Technology System Rules of Behavior & complete the IT Security Awareness Course – the **supervisor's** signature **certifies** that the employee is familiar with NOAA's IT System Rules of Behavior & has **completed** the yearly IT Security Awareness Course.
- ✓ All CBS users must complete & submit a signed/approved **RECERTIFICATION OF USER ACCESS Form**, regardless of when CBS access was granted or changes were made to access. The RECERTIFICATION of User Access Form can be found at the Financial Systems Division website:  
<http://www.corporateservices.noaa.gov/%7Ecbs/> under **Forms**. All access to the CBS production applications will be revoked for all CBS users that do not successfully complete the recertification process by the required date due.

#### **Instructions for completing the NOAA Non-Disclosure Agreement:**

Please print, review & sign the NOAA Non-Disclosure Agreement.

#### **Instructions for completing the RECERTIFICATION FOR USER ACCESS Form:**

Please complete the following fields (incomplete forms will not be processed):

- Date of Request
- Access field should remain "PRODUCTION" - do not change
- Requested Action field should remain "RECERTIFICATION" - do not change
- Entity Type
  - If "CONTRACTOR" is selected, please use the "Specify" field to indicate bureau & line office
  - If "OTHER" is selected, please use the "Specify" field to the right to clarify ("EDA employee," "BIS employee," etc.)
- User's Name, Office Phone, Office Fax, Line Office, Routing Code, Office Address, Email Address & Servicing Administrative Support Center
- Supervisor's Name, Office Phone & Date
  - **IMPORTANT** - Supervisor must sign the hardcopy form faxed to Client Services - any forms that are left unsigned are considered unapproved & **will not** be accepted or processed. Also, the supervisor's signature certifies that the user is familiar with NOAA's Information Technology System Rules of Behavior & has completed the IT Security Awareness Course.
- Systems Administrator's Name & Office Phone

Please review the current CBS user role access (email column: CBS User Roles) & ensure that this access is still required. Select the appropriate user roles(s) for the CBS production access listed in the email column: CBS User Roles from the drop down menu on the RECERTIFICATION for User Access Form. This recertification form allows for multiple selections & a complete list of user roles being audited is provided in each box. **NOTE** – *If any user is recertifying more roles than can be selected from the drop down menus, please use the "Special User Instructions" block to manually enter the excess user roles needed.*

If any one of the CBS production user access roles listed in the recertification email (email column: CBS User Roles) is **no longer needed**, please **do not** reselect that user role on the drop down menu of the RECERTIFICATION for User Access Form. Instead, please use the "Special User Instructions" block option & state "**REMOVE <enter user role name here>**" from the list of user role(s) provided to you in the recertification email (email column: CBS User Roles).

Only those CBS production user roles selected by the user on the RECERTIFICATION for User Access Form submission (that were approved previously) will remain for each CBS user – all other user roles & CBS access not selected will be removed upon receipt of the recertification paperwork.

If system records reflect that you are currently a CBS user, but you **no longer** require access to CBS production, you are still required to complete this recertification process. Please complete the form, as instructed above & enter "**REMOVE ALL CBS ACCESS**" in the "Special User Instructions" block so that authorization can be given to remove all CBS production user access.

- **NOTE (NOAA POLICY)** – Access privileges must be removed as soon as the need expires or within 24 hours of separation from NOAA (see NOAA's Rules of Behavior at the NOAA Office of the CIO/HPCC - IT Security Office - Policy, Regulations and Laws at <https://www.csp.noaa.gov/policies/index.html>).

**LABOR ACCESS** – If the LBR column in the recertification email contains the value "N" please disregard this paragraph. If the LBR column in the recertification email contains the value "Y" please read the labor instructions provided in the recertification email carefully to recertify labor access. NOTE – After recertifications of labor access are received, approval for the level of labor access will be obtained from the appropriate Line Office contacts.

**CBS User Roles not included on CBS User Request Form** – If the CBS User Role column in the recertification email includes "NOT ON CBS USER REQUEST FORM," please read the specific user instructions provided in the recertification email carefully to recertify access that will not be included in the drop down menu on the RECERTIFICATION for User Access Form. If the access is not requested correctly and according to the specific instructions provided in the recertification email, the access will be removed.

**OTHER Specific Instructions** – If there are any additional instructions, specific to a user role, the instructions will be included on the recertification email under "Other Specific Instructions" – please read the specific instructions provided carefully, if any, to complete the recertification process completely and accurately.

### **Submission of the "RECERTIFICATION" paperwork:**

- Each user **must** complete & sign the RECERTIFICATION for User Access Form **and** the NOAA Non-Disclosure Agreement.
  - a. Users that do not complete the correct Recertification form will be contacted & required to re-submit the appropriate form within the required timeframe or access to the CBS systems will be revoked.
  - b. RECERTIFICATION for User Access Forms submitted without the NOAA Non-Disclosure Agreement will not be accepted or processed. Users who have not submitted the signed NOAA Non-Disclosure Agreement will be contacted & required to submit the agreement within the required timeframe or access to the CBS systems will be revoked.
- Each user **must** obtain supervisor's signature on the submitted RECERTIFICATION for User Access Form.
  - a. Supervisors **must** sign the hardcopy RECERTIFICATION for User Access Form faxed to Client Services – any forms left unsigned by the appropriate supervisor will be considered unapproved & will **not** be accepted or processed.
- Please ensure that all information is completed on the RECERTIFICATION for User Access Form, including the name & phone number of your office's System Administrator or LAN support person.
- **FAX** the RECERTIFICATION for User Access Form & the NOAA Non-Disclosure Agreement to the CBS Client Services Help Desk on 240-632-2886.
  - a. Electronic forms will **not** be accepted or processed.
  - b. Unsigned (or unapproved) forms will **not** be accepted or processed.
- Client Services will forward the RECERTIFICATION for User Access Form & the NOAA Non-Disclosure Agreement to the Systems Integrity Branch for review, recertification approval & action.
- Once reviewed & recertification approval is obtained, the Systems Integrity Branch will take appropriate action to complete the recertification process for each CBS user & research any discrepancies on forms from the information provided.